

# MANIPUR GAZETTE

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## PART-II(A)

### GOVERNMENT OF MANIPUR SECRETARIAT : HIGHER AND TECHNICAL EDUCATION DEPARTMENT

#### NOTIFICATION

Imphal, the 19<sup>th</sup> August, 2024

No.UHE-701/1/2024-HTE-DHTE: In exercise of the power conferred under section 36(1) of the Manipur Private Universities Act, 2021 (Act No. 6 of 2021), the State Government, hereby, makes the following first Statutes in respect of the Khongnangthaba University, Imphal, Manipur, namely:-

#### THE KHONGNANGTHABA UNIVERSITY STATUTES, 2024

1. Short title and commencement:-
  - i. These Statutes may be called the Khongnangthaba University Statutes, 2024.
  - ii. They shall come into force on the date of their publication in the Official Gazette.
2. Definitions:-
  - (1). In these statutes, unless the context otherwise requires:
    - i. "Act" means the Manipur Private Universities Act, 2021 (Act. No. 6 of 2021);
    - ii. "Centre of Study" means Centre of Study established, maintained or recognized by the University;
    - iii. "Course" means a unit of instruction in a discipline carrying a specific number and credit (s) and to be covered in semester as laid down in detail in the syllabus of degree /diploma /certificate programme;

- iv. "*Directorate*" means a separate centre/unit established by the University for managing a particular area of study or work;
- v. "*Examination Centre*" means an Examination Centre established or maintained or recognized by the University;
- vi. "*Proctor*" means the Proctor of the University appointed by the University;
- vii. "*Programme*" means a Programme or set of the courses that are linked together in an academically meaningful way and ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and total duration of study.
- viii. "*Regulatory Body*" means the statutory bodies established by the Central Government from time to time for laying down the norms and conditions for ensuring academic standards of higher education such as UGC, AICTE, BCI, DEC, DCI, ICAR, INC, MCI, NCTE, PCI etc.;
- ix. "*Staff*" means the teaching and non-teaching staff of the University; and
- x. "*Student*" means student registered with university in any Programme under any mode of Learning.

(2) Words and expressions used but not defined in these Statutes and defined in the Act shall have the same meaning as assigned to them in the Act.

### STATUTE-1

#### THE CHANCELLOR OF THE UNIVERSITY

1. The Sponsoring Body of the University shall appoint the Chancellor of the University with the approval of the Government of Manipur from a panel of minimum of three candidates who are academicians/scholars/educational administrators of eminence as recommended by a duly constituted Selection Committee for the purpose through a transparent manner after proper advertisement for the same in the newspaper/media for a reasonable period of time but not less than thirty days. He shall hold office for a period of three years and shall be eligible for re-appointment for one more term only. The Selection Committee for appointment of the Chancellor shall consist of the following members:
 

i. The President/Chairman of the Sponsoring Body	-	Chairman
ii. Two eminent Educationists not connected with the University nominated by the Sponsoring Body	-	Member
iii. One eminent Educational administrator not connected with the University nominated by the Sponsoring Body	-	Member
iv. One co-opted member nominated by the Sponsoring Body	-	Member
2. The qualifications, service conditions, allowances, perks and facilities to be enjoyed by the Chancellor of the University shall be as per the Terms and Conditions of the appointment, Notifications and Recruitment Rules issued in this regard by the University from time to time.

3. The Sponsoring Body, if satisfied that the continuance of the Chancellor in the office will be detrimental to the interest of the University or if any serious charge is levelled against him/her, shall place the matter, for investigation, before the Selection Committee constituted for his appointment or before a newly constituted similar Committee. The Chancellor may be suspended during the investigation. The findings of the Committee along with the recommendation of the Sponsoring Body shall be forwarded to the State Government. The Sponsoring Body, by Order, may remove the Chancellor after getting due approval of the State Government.

Provided that no order shall be passed under this article unless a reasonable opportunity of being heard is given to the Chancellor.

4. The Chancellor may, by writing under his hand, inform the President/Chairman of the Sponsoring Body his intention to resign after giving six months' notice or on payment to the University of three months' salary in lieu thereof and it shall be competent for the President/Chairman of the Sponsoring Body, to accept his resignation.
5. The process of appointment of the next Chancellor shall be started at least three months before the expiry of the term of the incumbent of the office.
6. In addition to the powers and duties conferred on the Chancellor by the Act, he/she shall be competent:
  - a. to issue directions to the officers of the University, if the affairs of the University are not managed in furtherance of the Objects of the University or in accordance with the provisions of the Act, Statutes, Ordinances or Regulations;
  - b. to sign contract of service on behalf of the University between the University and the Vice-Chancellor in writing, but the Chancellor shall not be personally liable in respect of anything under such contracts;
  - c. to delegate any of his powers, responsibilities and authorities vested in him by the Act and Statutes to one or more members of academic or administrative staff of the University;
  - d. to preside over the annual convocations of the University and to approve the date for such convocations;
  - e. to suspend any order, resolution or proceeding of the University which is not in conformity with the Act, Statutes and Regulations of the University for the appropriate Authority or Body to re-consider the same;
  - f. to oversee the compliance of the Act, Statutes, Ordinances, Regulations and Rules of the University from time to time and take appropriate action as necessary;
  - g. to appoint or direct to appoint an Enquiry Committee consisting of one or more people to enquire into damage and loss caused to the University either by an external act or any employee of the university;
  - h. to inspect the University campus, buildings, laboratories, workshops, hostels, equipments or any other facilities of the University and to give feedbacks or suggestions on the same;
  - i. to sanction leave to the Vice Chancellor and make necessary arrangements for discharge of the functions of the office of the Vice-Chancellor during his absence; and
  - j. to represent the University in the Association of International Universities, Association of Commonwealth Universities and other similar bodies or other International Associations.

**STATUTE- 2****THE VICE-CHANCELLOR OF THE UNIVERSITY**

1. The Vice Chancellor shall be a whole time principal executive and academic officer of the University.
2. He/shall be appointed by the Chancellor on the recommendations of the Governing Body from a panel of minimum of three persons for a term of three years. The Governing Body shall get the panel of candidates from a duly constituted Selection Committee consisting of the following members:

- |      |                                                                                                           |   |          |
|------|-----------------------------------------------------------------------------------------------------------|---|----------|
| i.   | The Chancellor of the University                                                                          | - | Chairman |
| ii.  | Two eminent Educationists not connected with the University nominated by the Sponsoring Body              | - | Member   |
| iii. | One eminent Educational administrator not connected with the University nominated by the Sponsoring Body- |   | Member   |
| iv.  | One co-opted member nominated by the Sponsoring Body                                                      | - | Member   |

Provided that, the panel of candidates shall be recommended by the Selection Committee to the Governing Body through a fair and transparent selection process after advertising the same in the newspaper/media for reasonable period of time but not less than thirty days.

3. The qualifications, service conditions, allowances, perks and facilities to be enjoyed by the Vice-Chancellor of the University shall be as per the Terms and Conditions of the appointment, Notifications and Recruitment Rules issued in this regard by the University from time to time.
4. The process of appointment of the next Vice-Chancellor shall be started at least three months before the expiry of the term of the incumbent of the office.
5. The Board of Governors, if satisfied that the continuance of the Vice-Chancellor in the office will be detrimental to the interest of the University or if any serious charge is levelled against him/her, shall place the matter, for investigation, before the Selection Committee constituted for his appointment or before a newly constituted similar Committee. The Vice-Chancellor may be suspended during the investigation. The findings of the Committee shall be placed before the Governing Body. The Chancellor, by Order, may remove the Chancellor after getting due approval of the Governing Body. The Vice-Chancellor shall not attend the meeting of the Board convened to discuss his/her removal from the office:

Provided that no order shall be passed under this article unless a reasonable opportunity of being heard is given to the Vice-Chancellor.

6. The Vice-Chancellor may, by writing under his hand, inform the Chancellor his intention to resign after giving six months' notice or on payment to the University of three months' salary in lieu thereof and it shall be competent for the Chancellor, to accept his resignation.
7. In addition to the powers and duties conferred on the Vice-Chancellor by the Act, it shall be competent to the Vice Chancellor:
  - a. to ensure that the provisions of the Act, Statutes, Rules and Regulations are fully observed;

- b. to delegate his powers for day-to-day work to the Pro-Vice-Chancellor, Librarian, Director of the Faculty, Dean of the Faculties and other officers who should act on the basis of clear Rules laid down in this regard;
- c. to make short term appointments, with the approval of the Chancellor, for a period not exceeding six months, of such persons as he may consider necessary for the functioning of the University;
- d. not to act upon any decision of any authority, if he is of the opinion that it is *ultra vires* of the provisions of the Act, Statutes, Ordinances or Regulations or that such a decision is not in the best interests of the University;
- e. to constitute ad-hoc committees for any specific purpose with prior approval of Chancellor;
- f. to suspend a member from the meeting of the authority, body or committee for which he/she is the Chairperson for persisting to obstruct or stall the proceedings or for indulging in behavior unbecoming of a member;
- g. to suspend an employee or student and initiate disciplinary action against him or her;
- h. to depute officers, teachers and other employees of the University on University work, seminars, workshops, training, conferences etc.;
- i. to be responsible for holding and conducting the University examinations properly at the scheduled time and for ensuring that results of such examinations are published expeditiously and that academic sessions of the university start and end on proper dates as stipulated in the Academic Calendar of the University;
- j. to take any action in an emergent situation on behalf of any authority in which the power is vested and to report the action taken in the next meeting of the authority;
- k. to allocate responsibilities and to audit the performance of officers, faculty members, staff and students against the expected standards;
- l. to permit the teachers and officers to attend the meetings, seminars and conferences recognized by the University within India;
- m. to sanction leave to the employees of the University subject to the condition that it can be granted without detriment to the business of the University and make necessary arrangements for discharge of the functions of such officer during his absence;
- n. to transfer any employee or post from one Faculty or Centre or Institution or College maintained by the University to another such Faculty or Centre or Institution or College maintained by the University;
- o. to sanction grants to researchers and fellowships from the funds placed at the disposal of the University by the funding agency for the said purpose;
- p. to accord administrative and financial sanction for all works subject to the limit of amount he is delegated with;
- q. to sanction loans and advances to employees of the University, provided all conditions prescribed by the Finance Committee are satisfied;
- r. to countersign the Travelling Allowance bill of officers and teaching staff of the University in accordance with the Rules;

- s. to make arrangements for the additional charge in all leave vacancies and such other temporary vacancies where appointments of substitutes are not required;
- t. to sanction refund of deposits of earnest moneys, securities, etc., on the basis of the recommendation of the Dean of the Faculty;
- u. to declare the satisfactory completion of the probation of the teachers and officers of the University, provided the necessary formalities prescribed for each category are observed strictly;
- v. to approve start of new programme and new discipline in the University under existing faculty of studies;
- w. to recognize Research Centre, Centre of Excellence and Community College on the recommendations of the competent authority or officer of the University;
- x. to approve Examination Centre, Support Centre, Training Centre, Information Centre, Exchange Education Centre, Executive Education Centre, Industry Integrated Learning Centre, Regional Centre and e-Learning Centre on the recommendations of the competent authority or officer of the University;
- y. to visit or cause an inspection and ask for a report on the general conditions of the facilities of the University and to take such action deemed fit in the light of the report submitted;
- z. to do such other acts as may be necessary for exercise of the powers and duties as conferred by the Act, statutes, Ordinances and Regulations of the University;
- aa. to delegate to an officer of the University or Body or Committee, any of his administrative powers and functions, other than those to be exercised by himself under the Act, Statutes, Ordinances and Regulations with the approval of the Chancellor;
- bb. to represent the University or depute an Officer on the Association of Indian Universities and other similar bodies or other Associations of India and to represent the University at meetings abroad with concurrence of the Chancellor; and
- cc. to perform such other duties assigned from time to time by the Governing Body or the Chancellor.

### STATUTE- 3

#### PRO-VICE-CHANCELLOR OF THE UNIVERSITY

1. The Vice-Chancellor will appoint a Pro-Vice-Chancellor from amongst the Professors of the University with the approval of the Chancellor for a term of three years. Every Pro-Vice-Chancellor so appointed shall hold the office for a period of three years and on successful completion of term, he/she may be re-appointed by the same procedure.
2. The Vice-Chancellor is empowered to remove the Pro-Vice-Chancellor, by order in writing on grounds that if he/she wilfully omits or refuses to carry out the provisions of the Act, Statutes, Ordinances, Regulations or abuses the powers vested on him, or his conduct involves moral turpitude or if it otherwise appears to the Vice-Chancellor that the continuance of the Pro-Vice-Chancellor in the office is detrimental to the interest of the University with the approval of the Chancellor. The Pro-Vice-Chancellor, if aggrieved by the decision of the Vice-Chancellor in this regard, may appeal against it to the Governing Body whose decision on the matter shall be final:

Provided that before taking an action under this article, the Pro-Vice-Chancellor shall be given an opportunity of being heard.

3. The Vice-Chancellor with the approval of the Chancellor may suspend the Pro-Vice-Chancellor during an enquiry made against him/her depending upon the seriousness of the charges as it deems fit.
4. The Pro-Vice-Chancellor may, by writing under his hand, inform the Vice-Chancellor his intention to resign after giving six months' notice or on payment to the University of three months' salary in lieu thereof and it shall be competent for the Vice-Chancellor, on the approval of the Chancellor, to accept his resignation.
5. The Pro-Vice-Chancellor shall have such powers as may be conferred on him by the Act or these Statutes made thereunder, which shall include following:
  - i. The Pro-Vice-Chancellor shall assist to the Vice-Chancellor in respect of such matters as may be assigned/delegated by the Vice-Chancellor in this regard.
  - ii. The Vice-Chancellor may delegate any authority to the Pro Vice-Chancellors for the smooth functioning of the University.
  - iii. The Pro-Vice-Chancellor shall be directly responsible to the Vice-Chancellor for the proper discharge of his duties and functions.
  - iv. The Pro-Vice-Chancellor shall also have such powers and perform such other duties assigned, from time to time, by the Governing Body or the Chancellor or the Vice-Chancellor.

#### **STATUTE- 4**

#### **REGISTRAR OF THE UNIVERSITY**

1. The Registrar shall be a whole time officer of the University to be appointed by the Chancellor in consultation with the Governing Body. The duly constituted Selection Committee for appointment of the Registrar shall place the recommended candidate for the post before the Governing Body for approval. The Chancellor shall issue the appointment order for the same after approval by the Governing Body.
2. The qualifications, service conditions, allowances, perks and facilities to be enjoyed by the Registrar of the University shall be as per the Terms and Conditions of the appointment, Notifications and Recruitment Rules issued in this regard by the University from time to time.
3. In addition to the powers and duties conferred on him/her in the Act, the Registrar shall be competent:
  - i. to fix and define the functions and duties of the officers and employee of the University, other than those working under direct supervision of the Controller of Examination, Finance Officer and those working in the Vice-Chancellor's Secretariat, with approval of the Vice-Chancellor and shall report to the Chancellor for information;
  - ii. to take all steps for the efficient working of the University Office, being the officer in overall charge of operation and administration of the University office, subject to the approval of the Chancellor;
  - iii. to sanction leave to the non-teaching staff of the University in accordance with the Rules and may delegate such power to another Officer of the University;

- iv. to call for quotations and tenders wherever necessary and prepare comparative statements, scrutinize the quotations and tenders in consultation with the Finance Officer and any other third Officer nominated by the Vice-Chancellor and make recommendations to the Vice-Chancellor for accepting quotations or tenders;
  - v. to enter into all contracts and agreements for and on behalf of the University, except the one between the University and the Registrar, when authorized by a resolution of the Governing Body or Board of Management or Finance Committee or any other competent authority/Officer but the Registrar shall not be personally liable in respect of anything under such contract;
  - vi. to sign Memorandum of Understanding (MoU) with Service Providers, National Coordinators, Skill Knowledge Provider and Learning Resource Providers, authorized Centers, approved Institutions and recognized Community Colleges, on behalf of the University under the direction of the competent authority of the University as case may be;
  - vii. to issue all the Letters, Correspondences, Notices, Memoranda and Orders including appointment orders of the employees on behalf of the University, except otherwise mentioned explicitly in the Act, Statutes, Ordinances and Regulations;
  - viii. to represent the University in suits or proceedings by or against the University, sign power of attorney and plead in such cases or depute his representative for this purpose with the concurrence of the Vice-Chancellor;
  - ix. to countersign the Medical/Travelling Allowance bill of non-teaching staff of the University in accordance with the Rules;
  - x. to ensure that the registers of properties of the University are maintained properly; and
  - xi. to perform such other functions as assigned to him/her by the Act, Statutes, Ordinances, Regulations or higher authorities/officers from time to time.
4. The Chancellor is empowered to suspend the Registrar, by order, on grounds of wilfully omitting or refusing to carry out the provisions of the Act, Statutes, Ordinances, Regulations or abusing the powers vested on him/her, or misbehaving or if it otherwise appears to the Chancellor that his/her continuance in the office is detrimental to the interest of the University and to remove him/her from the office with the approval of the Governing Body:
- Provided that he/she shall be given an opportunity of being heard before taking such a decision.
5. The Registrar, may, by writing under his/her hands, inform the Vice Chancellor his intention to resign after giving six months' notice or on payment to the University of three months' salary in lieu thereof and it shall be competent for the Chancellor, on the recommendation of the Vice-Chancellor, to accept his resignation.
6. The Registrar may delegate any of his administrative powers and functions to any officer of the University, other than those to be exercised by himself under the Act, Statutes, Ordinances and Regulations, with the prior approval of the Vice-Chancellor.

#### **STATUTE- 5**

#### **FINANCE OFFICER OF THE UNIVERSITY**

1. The Finance Officer shall be a whole time officer of the University to be appointed by the Chancellor in consultation with the Governing Body as recommended by the duly constituted Selection Committee for appointment. The Chancellor shall issue the appointment order for the same after approval by the Governing Body.



2. The qualifications, service conditions, allowances, perks and facilities to be enjoyed by the Finance Officer of the University shall be as per the Terms and Conditions of the appointment, Notifications and Recruitment Rules issued in this regard by the University from time to time.
3. In addition to the powers and duties conferred on him/her in the Act, the Finance Officer shall be competent:
  - i. to make all arrangements for the transaction of business for the meeting of the Finance Committee;
  - ii. to maintain the accounts of the University and make arrangements for the Audit and payment of bills presented at the University Office;
  - iii. to make arrangements to cause auditing of the accounts of the University and to publish the Audited Statement of Accounts so that it may be submitted to the Government and other appropriate authorities of the University;
  - iv. to be responsible for the preparation of annual accounts, financial estimates and the Budget of the University in consultation with the Vice-Chancellor before presenting them to the Finance Committee and the Governing Body and consult the Registrar and to obtain from him the financial estimates for the year from the Departments and Institutions of the University;
  - v. to arrange for the annual stock verification as on 31<sup>st</sup> March before end of June every year for presenting it to the Vice-Chancellor and subsequently to the Chancellor;
  - vi. to scrutinize every item of new expenditure not provided for in the Budget Estimate of the University and to suggest appropriate action to the Vice-Chancellor;
  - vii. to disburse all salary bills including arrears of salary not exceeding three months, contingent bills like electricity, water, oil and fuel, land and corporation tax, phone and other rental bills, maintenance charges etc., recoup permanent advances, payment of all TA bills after ensuring that general sanction is received from competent authorities;
  - viii. to be a member of the Scrutiny Committee of the quotations and tenders received and countersign the comparative statement and make recommendations to the Vice-Chancellor for accepting the tenders, quotations or otherwise; and
  - ix. to perform such other functions as assigned to him/her by the Act, Statutes, Ordinances, Regulations or higher authorities/officers from time to time.
4. The Chancellor is empowered to suspend the Finance Officer, by order, on grounds of wilfully omitting or refusing to carry out the provisions of the Act, Statutes, Ordinances, Regulations or abusing the powers vested on him/her, or misbehaving or if it otherwise appears to the Chancellor that his/her continuance in the office is detrimental to the interest of the University and to remove him/her from the office with the approval of the Governing Body:
 

Provided that he/she shall be given an opportunity of being heard before taking such a decision.
5. The Finance Officer may, by writing under his/her hands, inform the Vice-Chancellor his intention to resign after giving six months' notice or on payment to the university of three months' salary in lieu thereof and it shall be competent for the Chancellor, on the recommendation of the Vice Chancellor, to accept his resignation.
6. The Finance Officer may delegate any of his administrative powers and functions to any officer of the University, other than those to be exercised by himself under the Act, Statutes, Ordinances and Regulations with prior approval of the Vice-Chancellor.

**STATUTE- 6**  
**CONTROLLER OF EXAMINATION**

1. The Controller of Examination shall be a whole time officer of the University to be appointed by the Chancellor in consultation with the Governing Body. The duly constituted Selection Committee for appointment of the Controller of Examination shall place the recommended candidate for the post before the Governing Body for approval. The Chancellor shall issue the appointment order for the same after approval by the Governing Body.
2. The qualifications, service conditions, allowances, perks and facilities to be enjoyed by the Controller of Examination of the University shall be as per the Terms and Conditions of the appointment, Notifications and Recruitment Rules issued in this regard by the University from time to time.
3. In addition to the powers and duties conferred on him/her in the Act, the Controller of Examinations shall be competent:
  - i. to ensure safe custody of all papers, documents, certificate and other confidential files connected with the conduct of all University Examinations;
  - ii. to maintain the minutes of the meeting related with the Examination Committee and other examination related matters;
  - iii. to issue all Notifications and Orders related with the examinations of the University with the approval of the Vice-Chancellor;
  - iv. to countersign the Travelling Allowances bill and remuneration bills of Examiners and Paper Setters and all other expenditure bills relating to Examinations;
  - v. to make arrangements for smooth conduct of the examinations and appoint Invigilators with the approval of the Vice-Chancellor;
  - vi. to appoint the Examiners and Question Setters with the prior approval of the Vice Chancellor from panel of names approved by the Examination Committee;
  - vii. to arrange to publish results of all University Examination with approval of the Vice-Chancellor; and
  - viii. to perform such other functions as assigned to him/her by the Act, Statutes, Ordinances, Regulations or higher authorities/officers from time to time.
4. The Chancellor is empowered to suspend the Controller of Examination, by order, on grounds of wilfully omitting or refusing to carry out the provisions of the Act, Statutes, Ordinances, Regulations or abusing the powers vested on him/her, or misbehaving or if it otherwise appears to the Chancellor that his/her continuance in the office is detrimental to the interest of the University and to remove him/her from the office with the approval of the Governing Body:

Provided that he/she shall be given an opportunity of being heard before taking such a decision.
5. The Controller of Examinations, may, by writing under his hand, inform the Vice- Chancellor his intention to resign after giving six months' notice or on payment to the University three months' salary in lieu thereof and it shall be competent for the Chancellor, on the recommendation of the Vice-Chancellor, to accept his resignation.

6. The Controller of Examination may delegate any of his administrative powers and functions to any officer of the University, other than those to be exercised by himself under the Act, Statutes, Ordinances and Regulations with prior approval of the Vice-Chancellor.

#### **STATUTE- 7**

#### **DEAN OF THE FACULTY OF STUDIES**

1. Every Dean of the Faculty of Studies shall be appointed by the Vice-Chancellor from among the Professors of the Faculty for a period of three years and he shall be eligible for reappointment:

Provided that a Dean on attaining the age of sixty five years shall cease to hold office as such:

Provided further that if at any time, there is no Professor in a Department, a Dean authorized by the Vice-Chancellor in this behalf, may exercise the powers of the Dean of faculty:

Provided also that if there is no Dean, then the senior most Associate Professor of the University or senior most Assistant Professor if there is no Associate Professor, as the case may be, may exercise the powers of the Dean of faculty as authorized by the Vice-Chancellor.

2. When the office of the Dean is vacant or where the Dean is, by reason of illness, absence or any other cause, it shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
3. The Dean shall be the Head of the Faculty of Studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty of Studies.
4. The Dean shall perform such other functions as may be prescribed by the Ordinances.
5. The Dean shall have the right to be present and to speak at any meeting of the Board of Studies or a Committee of the Department/ School but shall not have the right to vote thereat unless he is a member of the Board.
6. A Dean may be dropped from his office/position by the Vice-Chancellor before completion of the term, if he is found to be working against the interest or norms of the University or if it is felt that his continuance to his position is detrimental to the interest of the University, provided he shall be given a chance of being heard before taking such a decision. The Vice-Chancellor may constitute an independent Sub-Committee for investigating the charges against the Dean before taking the decision. If aggrieved by such a decision, the Dean may appeal against the decision to the Chancellor whose decision shall be final in this regard.

#### **STATUTE- 8**

#### **DIRECTOR OF STUDY CENTRE/RESOURCE CENTRE/ DIRECTORATE**

1. The University may establish such Study Centre(s) or Resource Centre(s) or Directorate(s) for running a particular Programme(s) of Study or for managing a particular area of study/work or developing academic resources as approved by the Governing Body.

2. Every such Study Centre or Resource Centre or Directorate shall be headed by a Director to be appointed by the Vice-Chancellor from among the teaching staff of the Study Centre/Research Centre/Directorate or any Department of the University, whichever is applicable.
3. The Director of a Study Centre or Resource Centre or Directorate shall have all the powers, functions and conditions of tenure as that of a Dean of Faculties at his Centre/Directorate.

#### **STATUTE- 9**

##### **LIBRARIAN OF THE UNIVERSITY**

1. The Librarian shall be a whole time academic officer of the University to be appointed by the Governing Body as recommended by the duly constituted Selection Committee for appointment.
2. The qualifications, service conditions, allowances, perks and facilities to be enjoyed by the Librarian of the University shall be as per the Terms and Conditions of the appointment, Notifications and Recruitment Rules issued in this regard by the University from time to time.
3. The Librarian shall perform such other functions as assigned to him/her by the Act, Statutes, Ordinances, Regulations or higher authorities/officers from time to time other than his normal duty of supervision, management and maintenance of University Library(s).
4. The Chancellor is empowered to suspend the Librarian, by order, on grounds of willfully omitting or refusing to carry out the provisions of the Act, Statutes, Ordinances, Regulations or abusing the powers vested on him/her, or misbehaving or if it otherwise appears to the Chancellor that his/her continuance in the office is detrimental to the interest of the University and to remove him/her from the office with the approval of the Governing Body:

Provided that he/she shall be given an opportunity of being heard before taking such a decision.

5. The Librarian, may, by writing under his hand, inform the Vice Chancellor his intention to resign after giving three months' notice or on payment to the university of three months' salary in lieu thereof and it shall be competent for the Chancellor, on the recommendation of the Vice-Chancellor, to accept his resignation.

#### **STATUTE- 10**

##### **HEAD OF DEPARTMENT**

1. Each Department shall have a Head who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department on the basis of rotation in order of the seniority:

Provided that if a Department has only one Professor, the Head of the Department shall be appointed from amongst the Professor and the senior most Associate Professor by rotation in the order of seniority:

Provided further that if a Department has no Professor, the Head of the Department shall be appointed from amongst the Associate Professors on the basis of rotation in order of seniority:

Provided also that if there is no Professor or Associate Professor in a Department, the Dean of the Faculty concerned or if there is no Dean of Faculty, the senior most Assistant Professor in the Department, as the case may be, shall act as the Head of that Department with the approval of the Vice-Chancellor.

2. A Professor or Associate Professor may decline the offer of appointment as the Head of the Department, in which case, the offer of appointment as Head shall be made to the next eligible person in order of seniority.
3. A Head of Department may resign his office at any time during his/her tenure of office, in which case, the offer of appointment as Head shall be made to the next eligible person in order of seniority.
4. If a person, declines the offer of appointment as Head of the Department and/or resign his office at any time during his/her tenure of office, he/she shall not be considered for appointment as Head in the Department, till his turn of appointment comes again in order of the seniority.
5. A person appointed as the Head of the Department shall hold office as such for a period of three years.
6. A Head of Department (HOD) may be dropped from his office/position by the Vice-Chancellor before completion of the term, if he is found to be working against the interest or norms of the University or if it is felt that his continuance to his position is detrimental to the interest of the University, provided he shall be given a chance of being heard before taking such a decision. The Vice-Chancellor may constitute an independent Sub-Committee for investigating the charges against the HOD before taking the decision. If aggrieved by such a decision, the HOD may appeal against the decision to the Chancellor whose decision shall be final in this regard.
7. The Head of a Department shall perform such functions as may be prescribed by the Ordinances.
8. The Head of the Department shall:
  - i. be the academic head of the Department and shall convene and preside over the meetings of the Department;
  - ii. maintain discipline in the Classroom and Laboratories through teachers of the Department;
  - iii. assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
  - iv. be responsible for the coordination and supervision of teaching and research in the Department;
  - v. recommend leave application of the members and other staff of the Department to the Dean of the Faculty according to the rules framed for the purpose;
  - vi. be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library;
  - vii. operate the Budget of the Department; and

- viii. have such other powers and perform such other functions, as may be assigned to him by the Academic Council or the Dean of the Faculty concerned.

#### **STATUTE- 11**

##### **PROCTOR OF THE UNIVERSITY**

1. The Proctor shall be appointed by the Vice-Chancellor from amongst the teachers of the University with the prior approval of the Board of Management for a term of three years and shall be eligible for reappointment.
2. The Proctor will exercise the powers for disciplinary control over the students and shall also exercise such powers and perform such duties as may be assigned to him by the Statutes, Ordinances and Regulations or any higher authority of the University from time to time.
3. The Proctor may be dropped from his office/position by the Vice-Chancellor with the approval of the Board of Management before completion of his term, if he is found to be working against the interest or norms of the University or if it is felt that his continuance to his position is detrimental to the interest of the University, provided he shall be given a chance of being heard before taking such a decision. The Board of Management may constitute an independent Sub-Committee for investigating the charges against the Proctor before taking the decision. If aggrieved by such a decision, the Proctor may appeal against the decision to the Board of Governors whose decision shall be final in this regard.

#### **STATUTE- 12**

##### **PUBLIC RELATION OFFICER OF THE UNIVERSITY**

1. The Public Relation Officer shall be a whole time officer of the University to be appointed by the Governing Body as recommended by the duly constituted Selection Committee for appointment.
2. The qualifications, service conditions, allowances, perks and facilities to be enjoyed by the Public Relation Officer of the University shall be as per the Terms and Conditions of the appointment, Notifications and Recruitment Rules issued in this regard by the University from time to time.
3. The Public Relations Officer shall be responsible to promote and undertake publications in various areas and for different target groups and cause their distribution.
4. The Public Relations Officer shall maintain the liaison with the Government Offices/Agencies, Media, Private entities and Other Institutions on behalf of the University.
5. The Public Relations Officer shall prepare and release press note on University's activities, student's achievement, faculty's achievement, cultural events, seminars, workshops, training programme of the University etc.
6. The Public Relations Officer shall scan newspapers, Magazines, etc. for any comments, news about the University, its authorities/functionaries, officers and students etc. and submit copies to the Vice-Chancellor/Registrar and take appropriate action on the same in consultation with the Vice-Chancellor /Registrar.
7. The Public Relations Officer shall perform such other functions as assigned to him/her by the Act, Statutes, Ordinances, Regulations or higher authorities/officers from time to time other than his/her normal duties.

8. The Chancellor is empowered to suspend the Public Relations Officer by order, on grounds of wilfully omitting or refusing to carry out the provisions of the Act, Statutes, Ordinances, Regulations or abusing the powers vested on him, or misbehaving or if it otherwise appears to the Chancellor that the continuance of the Public Relations Officer in the office is detrimental to the interest of the University and to remove him/her from the office with the approval of the Governing Body:

Provided that he/she shall be given an opportunity of being heard before removal from the office.

9. The Public Relations Officer, may, by writing under hand, inform the Vice-Chancellor his intention to resign after giving three months' notice or on payment to the university of three months' salary in lieu thereof and it shall be competent for the Chancellor, on the recommendation of the Vice- Chancellor, to accept his resignation.

### **STATUTE- 13**

#### **DIRECTOR (HUMAN RESOURCES AND TRAINING)**

1. The Director (Human Resources and Training) shall be a whole time academic officer of the University to be appointed by the Governing Body as recommended by the duly constituted Selection Committee for appointment.
2. The qualifications, service conditions, allowances, perks and facilities to be enjoyed by the Director(Human Resources and Training) of the University shall be as per the Terms and Conditions of the appointment, Notifications and Recruitment Rules issued in this regard by the University from time to time.
3. He/She shall be responsible for creating an environment in which the faculty and staff is motivated to perform to their full potential. His role shall be to put the personnel policies of the University into practice. It shall include strategy and policy development, recruitment, conditions of service, dealing with promotions and disciplinary matters, including implementation of human resource (HR) rules and policies as per the service rules. These may include all or any of the following:-
  - ii. to implement HR policies and strategies by establishing accountabilities, talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, Equal Employment Opportunities (EEO) compliance, and labour relations;
  - iii. to manage HR operations by recruiting, selecting, orienting, training, coaching, counselling, and disciplining staff; planning, monitoring, appraising as per policies, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change;
  - iv. to develop human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances;
  - v. to guide the Vice-Chancellor and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values;

- vi. to ensure compliance with central, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions to reduce, and if possible eliminate, issues that could lead the University open to litigation. He shall be responsible for developing strategies to deal with discrimination, whether it is on grounds of gender, religion, age or any other illegal activities and grievances based on these, when they arise; and
  - vii. to perform such other functions as assigned to him/her by the Act, Statutes, Ordinances, Regulations or higher authorities/officers from time to time other than his/her normal duties.
  - viii. to develop University HR strategies by identifying and researching human resources issues, establishing human resources objectives in line with University objectives;
4. The Chancellor is empowered to suspend the Director(Human Resource and Training) by order, on grounds of wilfully omitting or refusing to carry out the provisions of the Act, Statutes, regulations or abusing the powers vested on him, or misbehaving or if it otherwise appears to the Chancellor that the continuance of the Director(Human Resource and Training) in the office is detrimental to the interest of the University and to remove him/her from the office with the approval of the Governing Body:
- Provided that he/she shall be given an opportunity of being heard before removal from the office.
5. The Director(Human Resource and Training), may, by writing under hand, inform the Vice-Chancellor his intention to resign after giving three months' notice or on payment to the University of three months' salary in lieu thereof and it shall be competent for the Chancellor, on the recommendation of the Vice- Chancellor, to accept his/her resignation.

#### **STATUTE- 14**

##### **OTHER OFFICERS OF THE UNIVERSITY**

- 1. The Governing Body may create posts of such other officers as necessary for the smooth functioning of the University and appoint them as per the terms and conditions to be laid down in subsequent Statutes of the University.
- 2. The Vice Chancellor shall be competent to make appointments of officers on contract basis for specified period of not more than six months with prior approval of the Board of Management.

#### **STATUTE- 15**

##### **THE GOVERNING BODY**

- 1. The Chancellor shall constitute the Governing Body of the University under section 24(1) of the Act as soon as the University starts functioning.
- 2. The tenure of the nominated members of the Governing Body shall be three years.
- 3. The members of the Governing Body are eligible for re-nomination.



4. The nominated members of the Governing Body may be removed from the Body by the nominating authority if it, otherwise, appears that his/her continuance in the Governing Body is detrimental to the interest of the University:

Provided that he/she shall be given an opportunity of being heard before taking the decision.

5. Any nominated member of the Governing Body may resign from its membership by writing to the Chancellor.
6. The Registrar shall be the Ex-Officio Member Secretary of the Governing Body but shall not have right to vote.
7. The Governing Body shall meet at such time, it deems necessary and in such place as the Chancellor think fit, provided that it shall meet at least thrice in a calendar year.
8. In addition to the functions and duties of the Governing Body stipulated in the Act, the Governing Body shall be competent:-
  - i. to give guarantee for the payment of any sum of money on the performance of any contract or obligation by any company, body, society or person if the Governing Body considers that it is in the interests of the University to do so;
  - ii. to approve the extent of financial powers to be delegated to different authorities or officers of the University;
  - iii. to purchase land, buildings and premises for carrying on the work of the University;
  - iv. to approve the creation of new post or abolition of post with the recommendation of the Board of Management;
  - v. to approve the number of posts to be appointed or promoted on the recommendation of the Board of Management;
  - vi. to approve the common seal of the University;
  - vii. to refer any matter to the Board of Management, Finance Committee, Academic Council or Board of Studies, or any Committee or person, and to call for a report thereon;
  - viii. to regulate the salaries of all persons who are remunerated by the University and to determine the terms and conditions of service of such persons with the approval of the State Government;
  - ix. to recommend the fee structure of the University from time to time for approval by the Government of Manipur;
  - x. to approve all the financial proposal of the University;
  - xi. to approve the organization chart of the University;
  - xii. to review the instruction and teaching of the University; and
  - xiii. to exercise any such powers or perform any such functions not falling within the purview of the Act, these Statutes, Rules, Regulations, Guidelines or Policies of the University.
  - xiv. to administer and manage the whole fund/finances, accounts, investments, property, business and all affairs of the University, including endowment fund;

**STATUTE- 16**  
**BOARD OF MANAGEMENT**

1. The Chancellor shall constitute the Board of Management of the University under section 25(1) of the Act as soon as the University starts functioning.
2. The tenure of the nominated members of the Board of Management shall be three years.
3. The members of the Board of Management are eligible for re-nomination.
4. The nominated members of the Board of Management may be removed from the Board of Management by the nominating authority if it, otherwise, appears that his/her continuance in the Board of Management is detrimental to the interest of the University:

Provided that he/she shall be given an opportunity of being heard before taking the decision.

5. Any nominated member of the Board of Management may resign from its membership by writing to the Vice-Chancellor and it shall be accepted by the Vice-Chancellor with the approval of the Chancellor.
6. In the absence of the Registrar or during the Registrar's inability to act, the Finance Officer shall exercise all the power and perform all the functions of the Secretary of the Board of Management but he/she shall not be entitled to vote.
7. The Board of Management shall meet at such time, it deems necessary and in such a place as the Vice-Chancellor thinks fit, provided that one meeting shall be held once in every two months.
8. In addition to the functions and duties of the Board of Management stipulated in the Act, the Board of Management shall be competent:-
  - i. to enter into, carry out or cancel contracts on behalf of the University with the prior approval of the Governing Body;
  - ii. to undertake all negotiations for obtaining grants from public bodies in aid of the work of the University;
  - iii. to recommend creation of new posts and abolition of post to the Governing Body;
  - iv. to recommend the number of posts to be appointed or promoted to the Governing Body;
  - v. to approve engagement of staff on temporary/Guest/Contract basis for a period of not more than six months at a time;
  - vi. to appoint all the teaching as well as non-teaching staff of the University as recommended by the Boards of Appointment;
  - vii. to employ, remunerate and accept the advice of any person qualified to advice regarding any matter within the jurisdiction of the Board of Management;
  - viii. to appoint committees of its own members or others, to define the powers and to determine the membership and quorum of such committees, and to delegate to any such committee any powers or functions which the Board of Management is itself competent to perform;
  - ix. to institute new degrees, diplomas, certificates and other academic awards and to prescribe Regulations thereof, and to add to or amend the Regulations for existing

degrees, diplomas, certificates and other academic awards on the recommendation of the Academic Council and with the approval of the Governing Body;

- x. to regulate the courses of study, the manner of teaching and research, the length of the academic session, manner of admission and the manner of conducting examinations on the recommendation of the Academic Council;
- xi. to regulate the amount, manner of payment, and appropriation of fees and other payments made by students with the approval of the Governing Body;
- xii. to approve the academic calendar of the University on the recommendation of the Academic Council;
- xiii. to take cognizance of any misconduct by any student(s) in the University campus or in a hostel or approved lodging or at any centre of examination and to punish such misconduct by suspension, expulsion from the University, exclusion from any university examination or from any convocation for the purpose of conferring Degrees, or by the deprivation of any University scholarship held by him or by cancellation of any University Prize or Medal awarded to him;
- xiv. to maintain the buildings, premises, libraries, laboratories, museums, furniture and apparatus and other means needed for carrying on the work of the University;

Provided that the student(s) concerned shall be given an opportunity of being heard before taking the decision and he/she may appeal to the Governing Body, if he/she is not satisfied by the decision of the Board of Management in this regard and the decision of the Governing Body in this regard shall be final and binding; and

- xv. to exercise such other powers and perform such other duties as may be conferred by the Act, Statutes, Ordinances, Regulations or directed by Governing Body.

### **STATUTE- 17**

#### **ACADEMIC COUNCIL**

1. The Academic Council shall be constituted by the Chancellor in accordance with the provisions under section 26(1) of the Act as:
  - a. Vice-Chancellor - Chairperson;
  - b. Registrar - Member Secretary;
  - c. All the Deans from each Faculty of Studies;
  - d. All the Heads of Departments;
  - e. Two educationists to be nominated by the Chancellor;
  - f. One nominee of the Secretary in-charge of the Department of Higher and Technical Education, Government of Manipur.
2. The Quorum for meetings of the Academic Council shall be 50% of the total number of the members with at least one educationist nominated by the Chancellor attending the meeting compulsorily.
3. The term of Academic Council of the University shall be three years.

4. The Vice-Chancellor may co-opt such members as a non-voting special invitee in the meetings of the Academic Council.
5. The Academic Council shall meet at such intervals, as deemed necessary and in such a place as the Vice-Chancellor thinks fit, provided that it shall meet at least four times a year.
6. In addition to the functions and duties of the Academic Council laid down in the Act, it shall be responsible for:-
  - i. development of methods of teaching-learning and research on various courses of the University;
  - ii. nomination of academic representatives of the University to any Body as per rules;
  - iii. recommendation and review of academic collaborations at institutional and faculty level;
  - iv. recommendation of the qualification for and procedures for admission of candidates to various programmes of study to the Board of Management for approval;
  - v. framing of General Rules and Guidelines for the evaluation and assessment including the Counselling Activities, Tutorial Assignments, Quizzes, Session work, Mid-Term and End-Semester Examinations;
  - vi. coordination of the teaching and research work in the Faculties;
  - vii. recommendation of subjects for research for various degrees and other requirements of research degrees to the Board of Management for approval;
  - viii. recommendation to the Governing Body the creation or abolition of teaching posts;
  - ix. approval of the list of subject experts not connected with the University for nomination in the Board of appointment for teaching staff;
  - x. recommendation on policies and their implementation on academic excellence in the University; and
  - xi. exercise such other powers as may be conferred by the Act, Statutes, Ordinances, Regulations or directed by Governing Body.
  - xii. maintenance of academic standards within the University, and the planning, coordination, development, oversight, validation and review of the curricula and all academic works of the University and advising the Board of Management on such matters;

#### **STATUTE- 18**

#### **FINANCE COMMITTEE**

1. The Finance Committee shall be constituted by the Chancellor in accordance with the provisions under section 27(1) of the Act.
2. The term of Finance Committee of the University shall be three years.
3. The Finance Committee shall meet at such intervals, as deemed necessary and in such place as the Vice-Chancellor thinks fit, provided that it shall meet at least thrice a year.

4. The Quorum for meetings of the Finance Committee shall be four.
5. In addition to the functions and duties of the Finance Committee provided in the Act, the Finance Committee shall:
  - i. recommend fee structure payable by the students of the University to the Board of Management;
  - ii. examine the Budget of the University as put up by the Finance Officer and recommendation of the same to the Governing Body;
  - iii. examine all financial proposals prior to being placed before the Governing Body for consideration and approval;
  - iv. give its views and make its recommendations on any financial question affecting the University to the Governing Body either on the initiative of the Governing Body or of the Vice-Chancellor or Finance Officer, or on its own motion;
  - v. examine the annual accounts and financial estimates of the University prepared by the Finance Officer for consideration and comments and thereafter submitted to the Governing Body for approval with or without amendments;
  - vi. suggest ways and means for achieving financial stability and soundness of the University;
  - vii. recommend the extent of financial powers to be delegated to the authorities/officers of the University; and
  - viii. exercise such other powers and perform such other duties as may be conferred by the Act, Statutes, Ordinances, Regulations or as directed by the Governing Body.
  - ix. be responsible for safeguarding and monitoring the University's financial stability and long-term financial health;

#### **STATUTE- 19**

#### **EXAMINATION COMMITTEE**

1. The Examination Committee shall consist of the following members:
  - i. The Vice-Chancellor as the Chairman;
  - ii. One Dean of the faculty nominated by the Board of Management;
  - iii. One Head of Department, nominated by the Board of Management;
  - iv. One teacher other than Heads of Departments nominated by the Board of Management;
  - v. Controller of Examinations as the Member-Secretary.
2. The Committee shall supervise generally all the examinations of the University, including moderation and tabulation, and perform the following other functions, namely:-
  - i. to appoint question setters, examiners and moderators from amongst the persons included in the panels prepared by the respective Boards of Studies and, if necessary, to remove them;

- ii. to review from time to time the result of the University examinations and submission of report thereon to the Academic Council;
  - iii. to make recommendations to the Academic Council for the improvement of the examination system;
  - iv. to scrutinize the list examiners proposed by the Board of Studies, finalize the same and declare the results of the University Examinations;
  - v. to undertake, exercise and experiment in examination reforms with the approval of the Academic Council;
  - vi. to prepare the schedule of dates of holding examinations and declaration of the results and submit the detailed programme of examinations to the Academic Council for preparation of the Academic calendar;
  - vii. to arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.;
  - viii. to deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations; and
  - ix. to exercise such other powers in relation to examinations as may be assigned to it by or under the Act, Statutes, Ordinances, Regulations or any other higher authority/Body.
3. The Examination Committee may appoint such number of sub-committees as it thinks fit, and in particular may delegate to it the power to deal with and decide cases relating to the use of unfair means by the examinees.
  4. The Examination Committee shall meet as many times as required but at least once in every academic term/semester.
  5. (a) In order to appoint paper-setters, examiners and moderators, the Examination Committee shall constitute committees for every subject consisting of:-
    - i. the Pro-Vice-Chancellor as the Chairman;
    - ii. the Dean of the concerned faculty;
    - iii. the Chairman of the concerned Board of Studies;
    - iv. two members of the Board of Studies nominated by it from amongst its members of whom at least one shall be a Post-Graduate teacher;

Provided that, where a Pro-Vice-Chancellor is not appointed, the Dean of the concerned faculty shall be the Chairman.
  - (b) The Controller of Examinations shall act as Secretary of such committees;
  - (c) The committees shall prepare lists of persons for various examinations and tests, from amongst persons, included in the panels to be prepared by the Board of Studies and shall submit them to the Examination Committee, which shall then appoint paper-setters, examiners and moderators, and where necessary referees;
  - (d) No member of the Examination Committee or the committees shall be appointed as paper-setter, examiner, moderator or referee;
  - (e) The Committee shall obtain three sets of question papers in sealed covers in the respective subject. The Chairman of the committee shall draw at random one of such

sealed covers containing question papers. This sealed cover with seals intact shall then be sent to the press;

(f) Assessment of answer books for all degree examinations shall be done centrally through central assessment system. All the answer-books of an examination shall be collected at a convenient central place. The answer books then will be given code numbers and will be masked. All the examiners will attend the central assessment centres and they will assess the answer books at the centre only. The answer-books will then be demasked and the result sheets will be prepared by tabulators and moderators:

Provided that, the university may, adopt the same system for post-graduate courses as well whenever it considers it expedient and practicable:

Provided further that, the university may adopt an alternative system to the masking and de-masking system for ensuring objective of secrecy as provided above.

(g) It shall be obligatory on every teacher and on the non-teaching employee of the University to render necessary assistance and service in respect of examinations of the University. If any teacher or non-teaching employee fails to comply with the order of the university or college or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action.

6. (a) In order to investigate and take disciplinary action for, mal-practices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever, the Examination Committee shall constitute a Committee of not more than five persons of whom one shall be Chairman;

(b) Such a Committee shall submit its report and recommendations to the Examination Committee which shall take disciplinary action in the matter as it deems fit against the person or persons involved in the mal-practices, directly or indirectly

7. The Examination Committee shall prepare the financial estimates related with Examination matters for incorporation in the budget of the University and shall submit the same to the Finance Committee.

## STATUTE- 20

### FACULTIES

1. The University shall have such number of Faculties as laid down in subsequent Statutes or Ordinances.
2. Such other faculties may be opened as may be approved by the Governing Body as recommended by the Academic Council from time to time.
3. Each Faculty shall have such Departments as may be assigned to it by the Governing Body as recommended by the Academic Council.
4. All members of a Faculty, other than ex-officio members, shall hold office for a term of three years.
5. The conduct of the meeting of a Faculty and the quorum required for each Faculty shall be prescribed by the Ordinance.

6. The Faculty shall have the following functions, namely:

- i. to consider and report on any matter referred to it by the Governing Body, the Board of Management or Academic Council;
- ii. to consider and approve recommendations of the Board of Studies in the Faculty, and matter related to more than one Board of Studies not affecting any other Faculty, and recommend to the Academic Council for action as it thinks fit;
- iii. to consider and recommend to the Academic Council, the academic matters which affect any other Faculty or Faculties or which involve administrative or financial implications and approve the academic matter, within its purview, such as approval of publication, improvement of courses, organization of orientation or refresher courses, etc. and not involving administrative or financial implications;
- iv. to consider and recommend to the Academic Council regarding establishment of new course, inter-disciplinary courses and short-term training programmes, referred to it by the Board of Studies in the Faculty;
- v. to make recommendations to the Board of Management in respect of the requirements regarding the conduct of Post-Graduate or Under-Graduate instruction, teaching, research and training in University Institutions or Departments, with reference to the man power development;
- vi. to ensure that Guidelines and Rules framed for the following matters by the Academic council are implemented:-
  - a. long-term curriculum development;
  - b. Faculty development;
  - c. Teaching or Learning material development;
  - d. Research in educational matters with particular reference, to colleges.
- vii. to plan and organize inter-Departmental and inter-Faculty Programmes in consultation with the Board of Studies or other faculties;
- viii. to recommend to the Academic Council regarding organization of Refresher and Orientation courses for teachers of Departments especially for the revised or newly introduced or inter-disciplinary courses of study;
- ix. to prepare and submit the Annual Report of the functioning of the Faculty to the Vice-Chancellor;
- x. to consider any other academic matter which may be referred to it; and
- xi. to perform such duties as prescribed by the Act, Statutes, Ordinances and Regulations or assigned by higher authority/Body.

#### **STATUTE- 21**

#### **BOARD OF STUDIES**

1. Every Faculty shall have a 'Board of Studies' consisting of the following members:-

- i. The Dean of the Faculty concerned as the Chairman;



- ii. The Heads of the Departments in the Faculty as the Members;
  - iii. One Professor, one Associate Professors and one Assistant Professor nominated by the Pro Vice-Chancellor on rotation according to seniority, amongst the Professor, Associate Professors and Assistant Professors of the Departments in the Faculty.
2. All members of the Board of Studies, other than ex-officio members, shall hold office for a term of two years. The term of members shall commence from such date as may be nominated. Any member can be considered for re-nomination for any number of times.
3. The powers and functions of the Board of Studies shall be:-
- i. to coordinate the teaching and research work in the programmes assigned to the Faculty;
  - ii. to appoint Committees of Courses for the teaching of the Departments teaching in the Faculty, wherever required, and to supervise the work of such Committees (the composition, powers, functions of such committees and other relevant matters shall be as approved by the Vice-Chancellor);
  - iii. to recommend to the Academic Council, the Courses and Syllabi of studies in the various programmes assigned to the Departments of the Faculty;
  - iv. to recommend to the Vice-Chancellor, names of the Question Setters, Examiners and Moderators, wherever required;
  - v. to consider Schemes for the advancement of the standards of teaching and research, and to submit such proposals to the academic council;
  - vi. to promote and consider schemes for interaction with industry, and to submit such proposals to Vice-Chancellor/ Academic Council;
  - vii. to prepare and formulate Schemes for development of Departments in the Faculty and to submit such proposals to Vice-Chancellor/ Academic Council;
  - viii. to consider feedback reports on the placement and employability of the passed-out students and to suggest remedial measures, wherever necessary, for consideration of the Vice- Chancellor/ Academic Council;
  - ix. to consider Proposals for revenue generation including Professional Consultancies, Resource sharing etc. and to submit such proposals to Vice-Chancellor/ Academic Council;
  - x. to perform all other functions which may be prescribed by the Act, the Statutes, the Ordinances, or the Regulations and to consider all such matters as may be referred to it by the Governing Body, the Board of Management, the Academic Council or the Vice-Chancellor; and
  - xi. to delegate to the Heads of Departments or to any other member of the Board of Studies or to a Committee, such general or specific powers as may be decided upon by the Board from time to time.
  - xii. The Board of Studies shall meet as many times as required but at least twice an academic year.
4. The quorum for the meeting of the Board of Studies shall be one- third of its total members.

**STATUTE- 22****DISTANCE AND ONLINE EDUCATION COMMITTEE**

1. A Distance and Online Education Committee of the University shall be constituted by the Vice-Chancellor consisting of the following members:-
  - i. The Pro-Vice Chancellor, as the Chairman;
  - ii. Two Deans of the Faculties nominated by the Vice-Chancellor for a term of three years;
  - iii. Two Heads of the Departments nominated by the Vice-Chancellor for a term of three years;
  - iv. The Registrar, as Member Secretary.
2. Online Education Committee shall ordinarily meet at least twice a year and on such occasions as may be directed by the Vice-Chancellor.
3. Every meeting of the Online Education Committee shall be presided over by the Chairperson of the Online Education Committee and in his absence by a member chosen in the meeting to preside on the occasion.
4. The Distance and Online Education Committee shall organize and promote Distance and Online Education in the University. The decisions of the Online Education Committee will be consistent with the overall academic agenda set by the Academic Council. In case the decisions of the Online Education Committee are not consistent with such overall academic agenda, the Academic Council will have the powers to review and modify such decisions.
5. The Online Education Committee shall consult with the Board of Management on any such matters, which will have a direct impact on administration, and management of the University before deciding upon it.
6. In addition the Distance and Online Education Committee shall be competent to:-
  - i. to develop and recommend norms for implementation of various Distance and Online Programmes/ Courses to the Academic Council for approval; and
  - ii. to recommend the curricula, modes of assessment/evaluation, fee structure and award of degrees/Diplomas/Certificates to the Academic Council for approval;
  - iii. to exercise such other powers and perform such other functions as may be conferred on it by Statutes, Ordinances, Regulations or assigned by higher authorities/Bodies.

**STATUTE- 23****BOARDS OF APPOINTMENT AND MANNER OF APPOINTMENT OF THE EMPLOYEES**

1. There shall be two Boards of appointment for appointment or promotion of the teaching and non-teaching staff of the University namely:
  - i. The Board of Appointment for Teaching Staff;
  - ii. The Board of Appointment for Non-Teaching Staff;

2. The Board of Appointment for Teaching Staff shall consist of the following members:
  - a. The Vice-Chancellor as the Chairman;
  - b. The Dean/Director of the Faculty/Centre concerned;
  - c. The Head of the Department concerned;
  - d. Two Subject Experts nominated by the Chancellor from among the list of subject experts who are not connected with the University approved by the Academic Council;
  - e. One educationist not connected with the University nominated by the Sponsoring Body;
  - f. The Director (Human Resource and Training) as Member Secretary;

Provided that the Vice-Chancellor may co-opt one more Subject Expert not connected with the University, in case of non-availability of one or more members of the Board.

3. The Board of Appointment for Non-Teaching Staff shall consist of the following members:-
  - a. The Vice-Chancellor as the Chairman;
  - b. The Registrar;
  - c. The Director (Human Resource and Training) as Member Secretary;
  - d. Two members not connected with the University nominated by the Chancellor;
  - e. One member not connected with the University nominated by the Sponsoring Body;

Provided that the Vice-Chancellor may co-opt one more member not connected with the University, in case of non-availability of one or more members of the Board.

4. The appointment and promotion of all the teaching and non-teaching staff of the University, except otherwise explicitly mentioned in the Act or Statutes, shall be done by Board of Management as recommended by the Boards of Appointment. The proposal for appointing or promoting a particular number of staff shall be approved by the Governing Body before starting the appointment or promotion process. Any dispute in the process of appointment shall be settled by the Governing Body and its decision in this regard shall be final and binding to all the concerned.
5. In case of direct appointment of Registrar and Director (Human Resource and Training) who are members in the Boards of Appointment, the Board shall meet for the purpose without them as members.
6. All the appointments in the University shall be made in a fair, unbiased and transparent manner by inviting eligible candidates through advertisement in the media for sufficient period but not less than twenty days.
7. The manner of appointment for the teaching staff shall be as per UGC/ AICTE/ State Government/relevant norms, wherever applicable, as amended from time to time.
8. The manner of appointment for non-teaching staff shall be as per existing norms applicable to the similar posts in the State Government, as amended from time to time.

9. The University shall notify the Recruitment Rules for each Post created in the University with due approval of the State Government before initiating the recruitment process for the same. The Recruitment Rules shall contain the following main information, among others:-
- a. the name and class of the Post;
  - b. the age of entry and retirement;
  - c. the Period of Probation;
  - d. the Pay Scale/remuneration of the Post;
  - e. the essential and desirable educational qualifications for the Post;
  - f. the manner of appointment of the post i.e. whether by direct/promotion/deputation etc.;
  - g. the details of the Appointment/Selection Committee; and
  - h. the procedure/method of appointment.
10. The Notification/advertisement for the appointment of teaching or non-teaching staff of the University shall contain the detailed manner/methods of appointment for each post notified for appointment as adopted by the Board of Management as per the relevant norms referred at articles 7 and 8 above, among others.
11. The required educational qualifications and experience etc. for direct appointment or promotion for the teaching staff shall be as per UGC/AICTE/State Government/relevant norms, as amended from time to time. The same shall be reflected in the Recruitment Rules of the Posts concerned duly approved by the State Government.
12. The required educational qualifications and experience etc. for direct appointment or promotion for the non-teaching staff shall be as per the State Government norms of the similar posts, as amended from time to time. The same shall be reflected in the Recruitment Rules of the Posts concerned duly approved by the State Government.
13. The age for entry and retirement for the teaching and non-teaching staff of the University shall be as per the UGC/AICTE/State Government/relevant norms as amended from time to time.
14. The reservations of seats in direct appointment/promotion of the teaching as well as non-teaching staff shall be as per State Government norms, as amended from time to time.
15. The pay/remuneration for the teaching and non-teaching staff shall be as per Recruitment Rules of the Posts concerned.
16. Other Allowances, Career Advancement Scheme, Leave Rules, Medical Attendance, Group Insurance Scheme, Leave Travel Concession, Provident Fund, Gratuity and Pension Scheme etc. admissible/applicable to the teaching as well as non-teaching staff of the University shall be as per the State Government norms as notified by the University after due approval of the State Government.
17. Every new direct appointment shall be made only after verifying the antecedent of the person and on finding him/her medically fit for the post/job.
18. Every newly appointed staff shall sign a Contract/Agreement with the University specifying the details of his/her service conditions in the University.

19. The Vice-Chancellor, with the approval of the Board of Management, may engage teaching or non-teaching staff on temporary/contract/Guest basis for a period of not more than six months at a time on payment of remunerations applicable for such similar staff in the State Government.
20. A Service Book containing all the details and record of service for each and every officer/ staff of the University appointed on regular basis shall be maintained by the University.

#### **STATUTE- 24**

##### **OTHER AUTHORITIES**

1. The Governing Body shall have powers to create and appoint such other authorities for such purposes as deemed fit with the approval of the State Government in the subsequent Statutes.
2. The other authorities shall exercise their powers and functions subject to the provisions of the Act, Statutes, Ordinances or Regulations.

#### **STATUTE- 25**

##### **PROCEDURE FOR ARBITRATION OF DISPUTES BETWEEN EMPLOYEES, STUDENTS AND THE UNIVERSITY**

1. The University shall provide a fair and equal opportunity to its employees and students to have their grievances looked into/sorted out. An employee or a student who has a grievance shall present the same in person or in writing to the Vice- Chancellor or any other appropriate Officer of the University. Wherever necessary, the Vice Chancellor will constitute a Grievance Hearing Committee whose members will be appointed by him.
2. Based on the report of the Grievance Hearing Committee, the Vice-Chancellor may dispose of the grievance/case of the employee/student or refer it to the Chancellor. The decision of the Chancellor in this regard will be final. Cases of such grievances dealt, shall be reported to the Board of Management for information.
3. Once the decision has been given on any grievance or dispute arising between the University and its employees or students, the aggrieved party has the right to appeal against such decision to the Board of Management unless the decision is taken by the Chancellor in which case appeal may be made to the Governing Body. The Board of Management shall reexamine the matter and take a decision on the same.
4. Further, if the aggrieved party is not satisfied with the decision of the Board of Management, he/she may appeal to the Board of Governors on the matter. The decision of the Governing Body in this matter shall be final and binding.

**STATUTE- 26****ADMISSION OF THE STUDENTS**

1. As provided under section 40 of the Act, admissions of the students in the University shall be made on the basis of merit. The details of the admission procedure shall be as provided in the Ordinances.
2. At least 25% seats in all the Programmes of study shall be reserved for students who are bona-fide residents of the State.
3. The overall reservation policy of seats in the admission of students shall as per State Government norms as amended from time to time in this regard.

**STATUTE- 27****OTHER PROVISIONS**

Detailed provisions on matters such as Disciplinary actions against the Staff of the University including Suspension or Termination from service, Regulation and Maintenance of Fund of the University, Delegation of Financial Powers, Number of Seats in different Programmes of study, Admission Fees, Institution of Medals and Prizes and any other provision not covered in the First Statutes shall be incorporated in the subsequent Statutes or Ordinances or Regulations or Notifications, wherever applicable, as per requirement and as laid down in the Act or Statutes.

H. GYAN PRAKASH,  
Commissioner (Higher & Technical Education),  
Government of Manipur.